



Ref: ISA/CIR/2022-2023/75

Dated: 15/03/2023

Dear Parent (s)

Greetings!

Please note the following: -

1. Regular Classes will be held for **KG1 to Grade 8** from **Thursday, 16th March to Wednesday, 22nd March 2023** from **7.30 a.m to 12 noon** and on **Friday, 17th March 2023** from **7.30 a.m to 11.30 a.m**. Class activities will be conducted during these days. As per ADEK instructions, students' attendance during this period is mandatory.
2. **Open House** after the **Annual Examination** will be held on **Monday, 20th March 2023** between **9 a.m and 12 noon** for the students of **KG1 to Grade VIII**. There will be no classes on this day. However, parents can bring their ward/s to school and meet the concerned class teachers to check the evaluated answer papers. Answer papers of the final exam will **not** be given to the students or parents to take home as they are required to be kept in the school.
3. The school will remain closed for the **Spring Break** from **23rd March 2023** and will reopen for the new academic year (2023-24) w.e.f **Monday, 10th April 2023** for **KG1 to Grade 12**. **School Timing during the Holy month of Ramadan w.e.f 10th April 2023 will be 9 a.m to 2 p.m (Monday to Thursday) and 9 a.m to 11.30 a.m (Friday).**
4. **Office timings** during the holy month of Ramadan (w.e.f 23rd March 2023) will be from **9 a.m to 2 p.m from Monday to Thursday and from 9 a.m to 11.30 a.m on Friday.**
5. All such parents who plan to apply for the **Transfer Certificate** for their ward/s and do not wish to continue their education in our School, are reminded to apply for T.C. before **27/03/2023** and **clear all pending dues till March 2023.**
6. **Re-admission** for the students already enrolled in the school will commence w.e.f **27/03/2023** subject to their promotion to the next class for the new academic year 2023-2024 and after clearing all fee arrears till March 2023. **Re-admission** has to be confirmed by paying the **April/first term fees**. A sum of **Dhs. 75/-** towards the **IBT Test for 2023-24 (Grades 3 to 10)** will also be collected along with the fees.
7. The detailed schedule for the **payment of fees, distribution of books and uniform** is as given below:

Sl No.	Date	Day	P.Code	Timing
1	27/03/2023	Monday	259-3325	9.00 AM TO 1.30 PM
2	28/03/2023	Tuesday	3326-3991	
3	29/03/2023	Wednesday	3992-4419	
4	30/03/2023	Thursday	4420-4860	
5	01/04/2023	Saturday	4861-5189	
6	03/04/2023	Monday	5190-5444	
7	04/04/2023	Tuesday	5445-5670	
8	05/04/2023	Wednesday	5671 onwards	

8. As per the School Policy, all students are required to buy a **set of prescribed Textbooks and all uniform items** from the school stores.
9. **Change in Second Language** is **NOT** permitted after **April 2023** for students of **Grades 1 to 9**. Hence, the parents are required to choose the Second Language for their ward/s at the beginning of the academic year.
10. **Provisional Admission to Grade 11** (2023-24) will be on **22nd and 23rd March 2023**. Parents of Grade 11 students are required to meet the concerned section heads along with their ward/s between 9 a.m and 12 noon and complete the admission procedure. Parents are requested to buy Textbooks/Uniform etc for their ward/s.
8. **School Transport:** In case you require school transport for your ward/s for next academic year, please register for the same at the School Office (Transport Section).

“Happy Spring Break and Ramadan Kareem to All!”

Thanking you for your co-operation.

Yours faithfully,

Neelam Upadhyay

Neelam Upadhyay
Principal